30 DAY

PRODUCTIVITY CHALLENGE

1	2	3	4	5
Wake up an hour earlier	Create a to-do list	Put your phone away	Time block activities	Do 30 minutes of exercise
6	7	8	9	10
Drink 8 glasses of water	Identify time wasters	Dress for office work	Don't check social media	Change your environment
11	12	13	14	15
DM yourself quotes or gifs	Use your DM as a notepad	Organize your workspace	Use Pomodoro	Finish an overdue task
16	17	18	19	20
Listen to productivity music	Work from the office	Use the 4-7-8 technique	Time track every moment	Use the 10-minute rule
21	22	23	24	25
Work in the DND mode	Find an accountability partner	Take a power	Have a no- meetings day	Try a famous person's routine
26	27	28	29	30
Timebox activities	Create a "break list"	Start your day with meditation	Use Action Method	Review your month

Office Automation The Productivity Challenge

Léo Pomar

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